

UNITED STATES
DEPARTMENT OF THE INTERIOR
OFFICE OF THE SECRETARY

REQUISITION

NOTE: Mandatory Entries are Underscored.
See Instructions for Completion of DI-52.

1 <u>REQ. DATE</u>			2 <u>PURCHASE ORDER NO.</u>				
3 <u>REQ'N. NO.</u>	4 <u>ROOM NO.</u>	5 <u>BU./OFC. SYMBOL</u>	6 <u>APPROPRIATION SYMBOL</u>		7 <u>ALLOTMENT NO.</u>		
8 <u>SHIP TO:</u>			9 <u>VENDOR:</u>				
TELEPHONE NO:			TELEPHONE NO:				
10 <u>ITEM CODE</u>		11 <u>PMAS ORGANIZATION CODE</u>		12 <u>PMAS RESPONSIBLE OFFICER CODE</u>			
13 <u>REQUESTED DELIVERY</u>		14 <u>GSA CONTRACT NO.</u>		15 <u>FOB POINT</u>			
16 <u>DISCOUNT TERMS</u>		17 <u>SHIP VIA</u>		18 <u>GBL NO.</u>			
19 <u>ITEM NO.</u>	20 <u>SUPPLIES OR SERVICES</u>			21 <u>QTY</u>	22 <u>UNIT</u>	24 <u>UNIT PRICE</u>	25 <u>EXTENDED AMOUNT</u>
				25. Total Estimated Cost		\$	
26 <u>REQUESTED BY: (Title and Signature)</u>			27 <u>DATE</u>	28 <u>APPROVED BY: (Title and Signature)</u>		29 <u>DATE</u>	
30 <u>PROPERTY MANAGEMENT CERTIFICATION:</u> Except as noted, items are not available from sources under my control.				31 <u>FUND CERTIFICATION:</u> Funds in the amounts shown are available and chargeable to cost authorities shown above.			
(Title and Signature)			(Date)	(Title and Signature)		(Date)	